



ACM APPLICATION CHECKLIST

DATE SUBMITTED :
 NAME OF APPLICANT :
 NICKNAME :
 ID NUMBER :
 CURRENT DEGREE :
 CELPHONE NUMBER :
 E-MAIL ADDRESS :

<input type="checkbox"/>	Application letter addressed to the Department Chair with ID number below your signature
<input type="checkbox"/>	Resume with 2 x 2 ID picture. Resume includes permanent and temporary contact details
<input type="checkbox"/>	CGPA certification from the Office of the University Registrar or a print-out of previous terms GPA and CGPA from mylasalle account
<input type="checkbox"/>	Unofficial transcript of records with highlight marks on the following subjects: Actbas1, Actbas2, Busorga
<input type="checkbox"/>	Copy of current term's EAF
<input type="checkbox"/>	Copy of APC flowchart with orange highlights on all subjects you have taken, indicating your final grade; and green highlights on all subjects currently enrolled
<input type="checkbox"/>	Certification from the Discipline Office indicating the absence of disciplinary cases
<input type="checkbox"/>	ENLARGED photocopy of mother's most recent, GOVERNMENT-ISSUED, photo identification document where her signature is clearly distinguishable.
<input type="checkbox"/>	ENLARGED photocopy of father's most recent, GOVERNMENT-ISSUED, photo identification document where his signature is clearly distinguishable.
<input type="checkbox"/>	*If you are under guardianship, include a letter of guardianship from your parents as well as a photocopy of your official guardian's most recent photo identification document where his/her signature is clearly distinguishable, using specifications above
<input type="checkbox"/>	Documents fastened on the top using a plain short folder and plastic fasteners. Your your surname and first name should be written in capital letters on the tab using black pentel pen.

**THIS CHECKLIST THAT THE APPLICANT ACCOMPLISHES
 SHOULD BE THE FIRST PAGE INSIDE THE FOLDER
 The documents should be arranged according to the order in the checklist**